

Useful Books Available through the State Library

An article that appeared in the December 2007 issue of the *Federation Bulletin* noted that there are many useful books in the State Library that may be helpful for cultural organizations. The original list of books available through the library has now been updated.

To request any of the following books, simply go to your local public library and ask a staff person there to request the books through interlibrary loan. The books will then be shipped to your local public library, where you can pick up the books and later return them. The service is free of charge.

To request a book, you will need to provide the book's title, author (if applicable), collection name, and call number. This information is provided in the list of books below; GC stands for "General Collection."

To search the State Library's catalog on your own, please visit <http://go.dcr.state.nc.us>. Please note that the State Library ships books from its General Collection for interlibrary loan; it does not ship books from other collections, such as the Museum of Art's collection.

For more information about these books or the interlibrary loan program, please call the State Library at (919) 807-7437.

Useful Books, Arranged by Topic

• Administration

The Budget-building Book for Non-Profits: A Step-by-Step Guide for Managers and Boards, by Murray Dropkin (GC 658.154 D786b)

Historic House Museums: A Practical Handbook for Their Care, Preservation, and Management, by Sherry Butcher-Younghans (GC 363.69 B983h)

The Manual of Museum Management, by Barry Lord (GC 069.068 L866m)

The Manual of Museum Planning, edited by Gail Dexter Lord and Barry Lord (GC 069.5 M294a).

The Manual of Strategic Planning for Museums, by Gail Dexter Lord and Kate Markert (GC 069 L866m)

Museum Administration: An Introduction, by Hugh Genoways and Lynne Ireland (GC 069.068 G335m))

New Solutions for House Museums: Ensuring the Long-Term Preservation of America's Historic Houses, by Donna Ann Harris (GC 363.69 H313n)

Organizing a Local Historical Society, by Clement Silvestro (GC 906 S587o; Note: This book was published in 1968 and may be dated.)

A Primer for Local Historical Societies, by Laurence R. Pizer (GC 973.06 P695p)

Starting Right: A Basic Guide to Museum Planning, by Gerald George and Cindy Sherrell-Leo (069.0973 G347s 2004).

Thriving in the Knowledge Age: New Business Models for Museums and Other Cultural Institutions, by John H. Falk and Beverly K. Sheppard (GC 069.068 F191t)

- **Collections Management and Care**
Caring for Your Collections (GC Oversize 790.132 C277; this book, by the National Committee to Save America's Cultural Collections, is geared toward private collectors but still may have some useful information)

The Film Preservation Guide: The Basics for Archives, Libraries, and Museums, by the National Film Foundation (GC 778.58 F487)

Guide to Environmental Protection of Collections, by Barbara Applebaum (GC 069.53 A648g)

IPI Media Storage: Quick Reference, by Peter Z. Adelstein (GC 025.8 A23li; this book focuses on storage of photos, film, audio and video tapes, CDs, and DVDs)

Nomenclature 3.0 for Museum Cataloging (3rd edition), edited by Paul Bourcier, Ruby Rogers, and the Nomenclature Committee. (069.52 N728)

Old Poisons, New Problems: A Museum Resource for Managing Contaminated Cultural Materials, by Nancy Odegaard and Alyce Sadongei (GC 069.53 023o)

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The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures, by Henry Gilmer Wilhelm (GC Oversize 770.283 W678p)

Photographs: Archival Care and Management, by Mary Lynn Ritzenthaler (GC 771.46 R615p)

Preservation Management for Libraries, Archives, and Museums, ed. by G. E. Gorman and Sydney J. Shep (GC 025.84 P9336)

Registration Methods for the Small Museum, by Daniel Reibel (GC 069.52 R347r)

The Revised Nomenclature for Museum Cataloging: A Revised and Expanded Version of Robert G. Chenall's System for Classifying Man-Made Objects, by James Blackaby (GC 069.52 B627r)

Walls and Molding: How to Care for Old and Historic Wood and Plaster, by Natalie W. Shivers (GC 693.6 S558w)

- **Emergency planning**

Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions, by Valerie Dorge and Sharon Jones (GC 069.2 B932)

Field Guide to Emergency Response, by Heritage Preservation. (includes booklet, DVD, and 2 forms; GC 025.82 F453)

- **Exhibit design and planning:**

Build It Once: A Basic Primer for the Creation of Online Exhibitions, by Sarah Goodwin Thiel, Scarecrow Press (GC 021.70285 T431b)

Creating a Winning Online Exhibition: A Guide for Libraries, Archives, and Museums, by Martin Kalfatovic (GC 021.7 K14c)

Exhibit Makeovers: A Do-It-Yourself Workbook for Small Museums, by Alice Parman, AltaMira Press (GC 069.5 P253e)

Help for the Small Museum: Handbook of Exhibit Ideas and Methods, by Arminta Neal

(GC 069.53 N338h 1987)

Ideas and Images: Developing Interpretive History Exhibits, by Kenneth Ames, Barbara Franco, and L. Thomas Frye (GC 973.075 I19)

The Manual of Museum Exhibitions, by Barry Lord and Gail Dexter Lord (GC 069.5 M294b).

Museum Movement Techniques : How to Craft a Moving Museum Experience, by Shelley Kruger Weisberg (GC 069.15 W426m)

- **Fundraising**

The Foundation Center's Guide to Grant Seeking on the WEB (published in 2000; GC 025.066581 F771 2000)

Is Your Museum Grant-Ready? Assessing Your Organization's Potential for Funding, by Sarah S. Brophy (GC 069.068 B873i)

North Carolina Giving, by Anita Gunn Shirley (GC 361.7025756 M159n 1999)
NC Corporate Giving, by Anita Gunn Shirley (GC 361.765 S558n)

- **Legal Issues**

Cultural Resource Laws and Practice, by Thomas King (GC 344.73094 K54c)

Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Era, ed. by Thomas A. Lipinski (GC 344.73092 L697)

- **Marketing**

The Branded Nation: The Marketing of Megachurch, College, Inc., and Museum World, by James Twitchell (GC 658.827 T974b)

Branding for Nonprofits, by D. K. Holland (GC 658.027 H734b)

Museum Branding, by Margot Wallace (GC 069.068 W192m)

Museum Strategy and Marketing: Designing Missions, Building Audiences, Generating Revenue, and Resources, by Neil Kotler and Philip Kotler (GC 069 K87m)

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Thriving in the Knowledge Age: New Business Models for Museums and Other Cultural Institutions, by John H. Falk and Beverly Sheppard (GC 069.068 F191t)

- **Museum Stores**

Museum Store Management, by Mary Theobald (GC 658.87 T385m)

- **Museum Studies**

Creating a Dignified Past: Museums and the Colonial Revival, ed. by Geoffrey Rossano (GC 973.8074 C912)

Defining Memory: Local Museums and the Construction of History in America's Changing Communities, ed. by Amy K. Levin (GC 973.075 D313)

Folklife and Museums: Selected Readings, ed. by Patricia Hall and Charlie Seemann (GC 306.0973074 F666)

History Museums in the United States: A Critical Assessment, ed. by Warren Leon and Roy Rosenzweig (GC 973 H673)

Making Museums Matter, by Stephen E. Weil (GC 069 W429m).

The Museum in America: Innovators and Pioneers, by Edward P. Alexander (GC 069.0973 A375m)

Museums in Motion: An Introduction to the History and Functions of Museums, by Edward P. Alexander (GC 069 A375m).

Museum Philosophy for the Twenty-First Century, edited by Hugh H. Genoways (GC 069 M986a)

New Town Square: Museums and Communities in Transition, by Robert Archibald (GC 303.40973 A673n)

Reinventing the Museum: Historical and Contemporary Perspectives on the Paradigm Shift, ed. by Gail Anderson (GC 069 R374)

- **Programming/Education**

Adult Museum Programs, by Bonnie Sachatello-Sawyer, et al (GC 069.071073 A244)

Developing Library-Museum Partnerships to Serve Young People, by Hilda Jay and M. Ellen Jay (GC 027.8 J42d)

Exploring Museum Theatre, by Tessa Bridal (GC 069.16 B851e)

The Evolution of Library and Museum Partnerships: Historical Antecedents, Contemporary Manifestations, and Future Directions, by Juris Dilevko and Lisa Gottlieb (GC 027.8 D576e)

Great Tours! Thematic Tours and Guide Training for Historic Sites, by Barbara Abramoff Levy, Sandra Lloyd, and Susan Schreiber (GC 917.3040683 L668g)

History Outreach: Programs for Museums, Historical Organizations, and Academic History Departments, ed. by J. D. Britton and Diane F. Britton (GC 973.071073 H673)

Interpreting Historic House Museums, by Jessica Foy Donnelly (GC 973.07473 I61)

Interpreting Our Heritage, 4th edition, by Freeman Tilden, edited by R. Bruce Craig (GC 973.07 T571i 2007)

Learning from Museums: Visitor Experiences and the Making of Meaning, by John H. Falk (GC 069.134 F1911)

Living History Reader: Museums, ed. by Jay Anderson (GC 973 L785)

The Manual of Museum Learning, ed. by Barry Lord (GC 069.15 M294)

Museum and Gallery Education: A Manual of Good Practice, ed. by Hazel Moffat and Vicky Woollard (GC 069.1 M986)

Past into Present: Effective Techniques for First-Person Historical Interpretation, by Stacy Flora Roth (GC 907.1 R845p)

Useful Books Available through the State Library

- **Volunteer Recruitment and Management**
The (Help!) I Don't-Have-Enough-Time Guide to Volunteer Management, by Katherine Campbell and Susan Ellis (GC 302.14 C188h)

Leadership and Management of Volunteer Programs, by James C. Fisher (GC 361.37068 F5341)

- **Web Design**
Access by Design: A Guide to Universal Usability for Web Designers, by Sarah Horton (GC 005.72 H823a; this book focuses on web access for people with disabilities.)

Don't Make Me Think!: A Common Sense Approach to Web Usability, by Steve Krug (GC 005.72 K94d)

- **Other**
Editing Historical Documents: A Handbook of Practice, by Michael E. Stevens (GC 808.027 S845e).

Fabrics and Wallpapers for Historic Buildings, by Jane Nylander (GC 747.5 N995fa)

Houses and Homes: Exploring Their History, by Barbara Howe et al. (GC 307.336 H84211)

Identifying American Furniture: A Pictorial Guide to Styles and Terms, Colonial to Contemporary, by Milo M. Naeve (749.213 N145i)

Local Businesses: Exploring Their History, by K. Ausin Kerr (GC 338.74 K411)

Local Schools: Exploring Their History, by Ronald Butchart (GC 371.010973 B9831)

Nearby History: Exploring the Past Around You, by David Kyvig and Myron A. Marty (GC 973 K99n 2000)

Oral History Manual, by Barbara Sommer and Mary Kay Quinlan, AltaMira Press (GC 907.2 S697o)

The Politics of Historic Districts : A Primer for Grassroots Preservation, by William E. Schmickle (GC 307.12160973 S348p)

Public Places: Exploring Their History, by Gerald Danzer (GC 973 D199p)

The Pursuit of Local History: Readings on Theory and Practice, edited by Carol Kammen (GC 973 P986).

The Promise of Cultural Institutions, by David Carr (GC 306.0973074 C311p)